

How to Create an Export File in Infinite Campus

Step 1. Click on “KY State Reporting” then select TEDS Report

The screenshot shows the Infinite Campus interface. On the left is a navigation menu with the following items: Index, Search, Help, Claude Christian, Student Information, Ad Hoc Reporting, System Administration, KY State Reporting, TEDS Report, Transition Report, and Account Settings. The 'TEDS Report' item is highlighted. On the right is the 'TEDS Report' form. It has a title bar with 'Index', 'Search', 'Help', and a back arrow. Below the title bar is a description: 'This tool can extract data to complete the TEDS Report. Choose the District Format to get the file in the state defined csv format, otherwise, choose one of the testing/debugging formats.' The form is divided into two main sections: 'Extract Options' and 'Select Calendars'. In the 'Extract Options' section, there are fields for 'Date Range' (08/12/2014 to 07/07/2015), 'Extract Type' (Enrollment), and 'Format' (State Format (Fixed width)). There is a 'Generate Extract' button. In the 'Select Calendars' section, there is a question 'Which calendar(s) would you like to include in the report?' with three radio button options: 'active year', 'list by school', and 'list by year'. A dropdown menu is open showing a list of schools: 14-15 Boone County High School, 14-15 Boston Elementary School, 14-15 BOSTON SCHOOL, 14-15 Botts Elementary School, 14-15 BOURBON CENTRAL ELE, 14-15 BOURBON COUNTY HIGH, 14-15 BOURBON COUNTY MIDE, and 14-15 BOURBON COUNTY PRES.

Step 2. Set Date Range – Enter dates in DD/MM/YYYY format **OR** click on picture of calendar next to each date to select date.

- Enter **Start Date** as July 1 of the current school year (e.g., 07/01/2015).
- Enter **End Date** as June 30 of the current school year (e.g., 06/30/2016)

This screenshot is similar to the previous one, but it shows the date range selection process. The 'Date Range' field is highlighted with a green box, and a calendar icon is visible next to the start date. A calendar popup is displayed, showing the month of August 2014. The date 12 is highlighted in the calendar. The 'End Date' field is also highlighted with a yellow box, and a calendar icon is visible next to it. The 'Extract Type' field is also highlighted with a yellow box, and a dropdown menu is open showing the options: Enrollment, Demographic, and State Format (Fixed width). The 'Generate Extract' button is visible at the bottom of the form.

Step 3. Set Extract Type - You will need to do one for Enrollment and one for Demographic. This example will be for **ENROLLMENT**.

This screenshot shows the 'Extract Type' dropdown menu open, with 'Enrollment' selected. The 'Date Range' field is also highlighted with a green box, and a calendar icon is visible next to the start date. The 'Generate Extract' button is visible at the bottom of the form.

Step 4. Set Format – Format should default to **State Format (fixed width)**, but if not set the format to State Format (fixed width)

The screenshot shows the TEDS Report tool interface. On the left is a navigation menu with options like 'Student Information', 'Ad Hoc Reporting', 'System Administration', and 'KY State Reporting'. The main area has a header 'TEDS Report' and a sub-header explaining the tool's purpose. Below this, there are two main sections: 'Extract Options' and 'Select Calendars'. In 'Extract Options', the 'Date Range' is set to 08/12/2014 to 07/07/2015, 'Extract Type' is 'Enrollment', and 'Format' is 'State Format (Fixed width)'. In 'Select Calendars', the 'active year' radio button is selected. A dropdown menu is open, showing a list of schools, with '14-15 BRACKEN COUNTY HIGH' highlighted.

Step 5. Select Calendar and School – Defaults to **“active year”**. Select the correct calendar and school.

This screenshot is similar to the previous one, but the dropdown menu in the 'Select Calendars' section is open, showing a list of schools. '14-15 BRACKEN COUNTY HIGH' is highlighted in blue. The 'active year' radio button is also highlighted with a red box.

Step 6. Click “Generate Extract” to create the document in Notepad

This screenshot shows the 'Generate Extract' button highlighted with a blue box. The dropdown menu in the 'Select Calendars' section is still open, showing the list of schools with '14-15 BRACKEN COUNTY HIGH' highlighted.

Step 7. Once the file has been created, click File > Save As and save the **ENROLLMENT** document as “schoolyearTEDSe” (e.g., “1415TEDSe.txt”). *The “e” at the end identifies the file as enrollment.*

Step 8. For **DEMOGRAPHIC** report, repeat steps, changing Extract Type (Step 3) to DEMOGRAPHIC.

Step 9. Once the file has been created, click File > Save As and save the **DEMOGRAPHIC** document as “schoolyearTEDSd” (e.g., “1415TEDSd.txt”). *The “d” at the end identifies the file as demographic.*